

HR COMMITTEE – 18 MARCH 2021

IDEAS SCHEME - BRIEFING PAPER

It is acknowledged that it is part of the normal management process to encourage and consider ideas from employees on a day-to-day basis.

However, there is a need to ensure that staff understand that there are recognised ways in which they can put forward ideas that either affect their own service/team or may have implications for the wider workforce.

The following principles cover the suggested way forward.

- Any suggestion can be put forward by a staff member either electronically or via a box.

Employees will be encouraged to raise ideas in the first instance through their manager.

Where this is not possible, or staff are unwilling to use this option then an Email address will be set up and monitored by HR as a co-ordinator. An electronic form will be set up to help the process and gather as much information as possible. This should avoid ideas from being too vague and open the floodgates to all manner of unhelpful suggestions.

At the three operational depots boxes will be setup to enable ideas to be posted and collected by relevant Service Managers. Where the idea relates solely to a service within the depot then it will be passed to the relevant Service Manager. If the idea relates to more than one service area, then the idea should be scanned in and sent the email address for the staff suggestion scheme.

- All managers are asked to have an 'Ideas Matter' agenda item at each team meeting.

Ideas which are related to the team / service are assessed by managers within the team /service. Ideas that have a council wide implication are passed to Employee Forum for consideration.

- Employee Forum consider Corporate Issues

The Employee Forum will decide whether to pass the idea onto the relevant person to see if it can be progressed.

Communication:

HR will have a co-ordinator role. They will ensure ideas received either through the generic email address or through the boxes which are passed to them are acknowledged. They do not make a judgement on the merit of any suggestion put forward (unless it relates to HR)

The employee will be kept up to date throughout the process and informed of any decision made about their suggestion.

Ideas are published on Forestnet and we will share any successes with staff.

RECOMMENDATION:

That the report be noted.